

Summary

If you have a concern about a pupil during your visit, please report it immediately to one of our Designated Safeguarding Leads. If there is not a Designated Safeguarding Lead available then please report to the School Business Manager (Mrs Amy Ayers) or HR & Admin Officer (Mrs Elizabeth Davies) who will be able to make the necessary contact.

Please ensure you leave your contact details, should we, or other professional agencies, need to speak with you further about the disclosure.



Lucy Bannister
Headteacher



Nicky Long
Deputy Headteacher &
Designated LAC Lead



Yasmin Pratt
Designated
Safeguarding Lead




Imogen Mitchell
SENCo



Contact Us

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BASSETT GREEN
PRIMARY SCHOOL

Visitor &
volunteer guide



Welcome to Bassett Green Primary School

We are a friendly, caring school with high expectations for all our pupils, staff and visitors.

Our children are encouraged to explore, discover and question through a range of memorable and exciting learning opportunities both within and outside the classroom. The staff endeavour to provide a calm and stimulating environment where good behaviour and mutual respect is modelled by everyone and where everyone is valued.

Our four values are;



These values underpin everything we do.

Visitor conduct:

We kindly ask that visitors are respectful towards our staff and pupils. Inappropriate, aggressive, violent or abusive behaviour will not be tolerated.

Health and Safety:

For all first aid requirements please contact the front office or the nearest first aider. Signs are located around the school detailing our first aiders. All accidents or near missed must be reported.

Bassett Green operates a non-smoking/ vaping policy. This includes the grounds as well as the buildings.

In the event of the fire alarm sounding, you will be escorted to our evacuation point which is on the basketball courts.

Safeguarding:

On arrival you will be asked to sign in and be provided with a visitor badge. You will be required to wear this badge at all times.

Please ensure that your mobile phone or other electronic recording devices are switched off and kept out of sight whilst you are in school. If you need to receive or make a call whilst you are in school, please ensure that you do so in an area away from all the children.

We fully recognise our responsibilities for child protection. We have a Child Protection Policy that applies to all staff, governors, volunteers and visitors to our school. There are 5 main elements to this policy:

1. Ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with our pupils.
2. Raise awareness of child protection and safeguarding and equip our pupils with the skills needed to keep them safe.
3. Develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse/neglect.
4. Support our pupils in accordance with the agreed child protection/safeguarding plan.
5. Establish a safe environment in which our pupils can learn and develop.

Bassett Green School recognises that, because our staff are in regular frequent contact with children, they are particularly well placed to observe signs of abuse. However, visitors to the school may have a concern and it is important that they understand how this can be reported.

Bassett Green School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Visitors

Visitors will be required to provide a letter of assurance from their employer that the relevant safeguarding checks have been carried out. The letter must confirm the visitor:

- Has had an enhanced DBS check
- Is suitable to work with children
- Has been recruited following safer recruitment practices

For those visitors working with children directly, employers must confirm that an enhanced DBS check (including children's barred list) has been carried out.

All visitors will be required to provide ID on arrival.

Working with Children

Should a child become ill or need to go to the toilet whilst working with you, please go to the nearest adult for assistance. You should never accompany a child to the toilet or enter the children's toilets. Similarly, first aid is to be administered only by trained school staff. These rules apply to all staff working in our school.

Designated Safeguarding Leads

Please take some time to make yourself familiar with the names and photographs of Bassett Green School's Designated Safeguarding Leads (highlighted on the back of this booklet).

Reporting Concerns

If you have a child protection concern during your visit to our school, please immediately report your concern to one of the Designated Safeguarding Leads. Please do not leave the school site until you have reported your concern. You will be asked to document briefly the events which have given rise to the concern. Bassett Green School follows the Local Children's Safeguarding Board guidelines for safeguarding children and may liaise with Children's Services and other agencies as appropriate. Any action taken by the school will, therefore, be in line with the Local Authority Guidelines.

Listening to Pupils and Confidentiality

Should a pupil make a disclosure to you it is important that you listen and do not dismiss the information. Pupils should be assured that their best interests will be maintained. Visitors are asked not to offer confidentiality or to "keep a secret". Instead please explain that you may need to pass on information to school staff in order to keep the pupil or other pupils safe. It is important that once a disclosure is made that any questioning of the pupil should be left to one of our trained staff.